

UNITED STATES DEPARTMENT OF AGRICULTURE  
FOOD SAFETY AND INSPECTION SERVICE  
WASHINGTON, DC

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<h1 style="margin: 0;">FSIS DIRECTIVE</h1>	1050.1 REVISION 1	9/27/01
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## REQUESTING PARTICIPATION AT MEETINGS AND EVENTS

### I. PURPOSE

This directive establishes procedures for FSIS personnel to request and obtain authorization to speak or participate at meetings and other special events sponsored by outside entities, other than the media and Congressional offices. **NOTE:** See Paragraph VI for examples of meetings, other events, and outside entities.

### II. CANCELLATION

This directive cancels FSIS Directive 1050.1, dated 2/14/01.

### III. REASON FOR REISSUANCE

This directive is completely revised to:

- A. Expand coverage to include all FSIS personnel.
- B. Provide examples of meetings and events, and outside entities.

### IV. REFERENCES

FSIS Directive 1240.1 Revision 4, Communicating with External Entities  
FSIS Directive 4410.1, Employee Development

### V. ABBREVIATIONS AND FORMS

CPAO          Congressional and Public Affairs Office

### VI. APPLICABILITY

A. **Applicability.** This directive pertains to requesting participation at meetings and special events sponsored by outside entities. The following are **examples** of:

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**DISTRIBUTION:**

All Employees

**OPI:**

OA - Congressional and  
Public Affairs Office

1. **Meetings and Other Special Events.**

- a. Conventions.
- b. Workshops.
- c. Fairs.

2. **Outside Entities.**

- a. Trade Associations.
- b. Consumer groups.

B. **Nonapplicability.** This directive does not apply to:

1. Communications with elected officials, their staffs, and the media. Refer to FSIS Directive 1240.1 for provisions on communicating with the media and Congressional offices.

2. Participation in meetings and events for the purposes of recruitment, training and development. Refer to FSIS Directive 4410.1 for guidance on participation at these types of meetings and events.

VII. **BACKGROUND**

The Agency is committed to participating in meetings, conventions, and other events sponsored by outside entities when necessary to support its mission. However, there has been an increase in requests, which can result in scheduling and resource conflicts for the Agency. The established procedures ensure the efficient use of Agency resources, and that all requests are handled consistently and responded to in a timely and efficient manner.

VIII. **GENERAL PROVISIONS**

A. Given the volume of requests and the limitations on Agency resources, FSIS will prioritize its participation in these activities.

B. The Agency will coordinate responses to requests in one central office to eliminate duplication of speakers or participants at the same event and to use resources more effectively.

**IX. CRITERIA FOR AUTHORIZING PARTICIPATION**

The Agency must continue to meet its food safety responsibilities. The Agency's decision to have employees speak or participate in a meeting or special event will be based on all of the following criteria:

- A. Participation assists in the promotion of special Agency initiatives or furthers the program needs of the Agency.
- B. Sufficient funds are available to cover the potential costs of participation. **(NOTE:** If travel expenditures cannot be funded, consider using Pic-Tel or other types of video or audio conferencing technologies.)
- C. The Agency has the appropriate personnel resources available to attend.

**X. OBTAINING AUTHORIZATION AND FORWARDING REQUESTS FOR TRACKING**

- A. **Obtaining Authorization.** Authorization to speak and participate at meetings and events is to be obtained from the Office of the Deputy Administrator in the employee's program area. Submit a copy of the request to the appropriate office.
- B. **Tracking Requests.** For tracking purposes, forward a copy of the incoming request to CPAO. CPAO's address is:

USDA FSIS CPAO  
ROOM 1175 SOUTH BUILDING  
1400 INDEPENDENCE AVENUE SW  
WASHINGTON DC 20250-3700  
FAX (202) 720-5704

**XI. ACCEPTING OR DECLINING THE REQUEST**

The program area's invited representative notifies CPAO if he or she is accepting or declining the request.

**XII. ADDITIONAL INFORMATION**

- A. The CPAO:
  - 1. Maintains a yearly calendar or tracking system of the accepted requests.

2. Is able to advise you of others who are attending the event.

B. Contact CPAO at (202) 720-3897 for additional information.

A handwritten signature in black ink, appearing to read "Ronald J. Smith". The signature is fluid and cursive, with the first name "Ronald" being the most prominent.

Deputy Administrator  
Office of Management